



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

**SEASONAL CLERK
(TEMPORARY INTERMITTENT)**

\$8.18 – \$9.35/HOUR

**STATEWIDE NETWORK SUPPORT BUREAU
LOS ANGELES**

RESPONSIBILITIES: Under the direct supervision of the Los Angeles Network Support Manager performs production activities by assisting and supporting in-house document retention policies and procedures, including preparing documents for scanning, operating scanning equipment, and assuring the quality control of corporate images and files while ensuring its optimal performance. The incumbent will also assist with moving and installing equipment that weighs up to 35 pounds and may have to sit for extended periods of time.

DESIRABLE QUALIFICATIONS: Ability to read and write English; do simple arithmetic computations; ability to work in a team environment; interact with others professionally; communicate effectively both verbally and in writing; knowledge of Microsoft Office is desirable or must be willing to learn.

WHO MAY APPLY: Effective January 1, 2000, Senate Bill 1073 requires that priority considerations be given to any individual who meets the minimum qualifications and is receiving public assistance under the Cal/Works Program for any specified seasonal or entry level non-testing class vacancies. All interested applicants must submit a standard State application for STD 678 (with original signature), and must clearly indicate the basis of their eligibility on line #12 (Explanation) on the STD 678. Please attach proof of your TANF/CalWorks eligibility to your application. Only the most qualified candidates will be interviewed.

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. ***Please indicate "Seasonal Clerk #413-304-1120-901" on the State application.*** For additional information, please contact Tina.Brown@insurance.ca.gov or call (916) 492-3351.

FINAL FILING DATE: **October 26, 2012 – Close of Business 5:00 p.m.**

NOTE: **Interested individuals must submit an application in order to be considered for this position.**

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DO NOT SUBMIT APPLICATIONS TO CAL HR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
